



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Assistance to Local Libraries**

This activity is to coordinate, in conjunction with the Library Council of Washington (LCW), statewide projects and initiatives using Library Services and Technology Act (LSTA) funds. It administers the LSTA grant, in compliance with LSTA's parent institution, the Institute of Museum and Library Services. This includes monitoring the Maintenance of Effort (MOE) requirements to retain federal funds. The MOE is achieved through selected activities of the State Library Division.

**Total \$** \$5,566,904

**GFS \$** \$309,695

**Other \$** \$5,257,209

**FTEs** 15.1

**Agency Priority:**

**Expected Results**

Number of staff and trustees receiving training and who applied the training in their work. Number of searches of the statewide consortially-licensed digital resources.

**Statewide Result:** Improve the economic vitality of businesses and individuals

**Corporations and Partnerships Registration**

This activity provides registration of entities conducting business in the state of Washington, including domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. The program also registers international student exchange programs and immigration assistants, and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. Registration of the mark is a valuable alternative to federal registration when a filer does business only within Washington, and it provides critical evidence of first-use when used as supplemental documentation in a federal trademark application. (General Fund-State, Secretary of State's Revolving Account-Nonappropriated)

**Total \$** \$5,450,936

**GFS \$** \$1,637,039

**Other \$** \$3,813,897

**FTEs** 37.9

**Agency Priority:**

**Expected Results**

General Fund State revenue generated per FTE. Number of active business entities registered.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**State Archives**

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of all executive, legislative, and judicial branch agencies, and all local governments. State Archives manages the life-cycle of all records and maintains public research facilities for reference and scholarship. The main facility in Olympia and five branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an online research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. The five archive branches also perform record management services for all local governments. (Archives & Records Management Account-State, Local Government Archive Account-State)

**Total \$** \$4,627,296

**GFS \$** \$0

**Other \$** \$4,627,296

**FTEs** 22.0

**Agency Priority:**

**Expected Results**

Public records preserved and made available to the public in the archives.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Administrative Activity**

Administration provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, international relations, human resources, financial services, contracting and purchasing, and facility and records management.

**Total \$** \$4,285,141

**GFS \$** \$2,259,241

**Other \$** \$2,025,900

**FTEs** 27.9

**Agency Priority:**

**Expected Results**

**Statewide Result:** Improve cultural and recreational opportunities throughout the state

**Public Affairs Broadcasting**

The Secretary of State's Office contracts with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations or other events of statewide significance.

**Total \$** \$3,930,776

**GFS \$** \$3,930,776

**Other \$** \$0

**FTEs** 0.0

**Agency Priority:**

**Expected Results**



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Library Services to State Institutions**

This activity provides on-site library services to over 11,000 residents of two Department of Social and Health Services (DSHS) psychiatric hospitals and ten Department of Corrections (DOC) adult correctional institutions. Both DSHS and DOC libraries support the education, treatment, and rehabilitation of patients and offenders. Branch libraries assist DOC in complying with American Correctional Association standards for accreditation. Fiscal Year 2003 reflects four months of expenses only. The remaining eight months were funded through interagency agreements with DOC and DSHS.

**Total \$** \$3,567,178

**GFS \$** \$3,224,328

**Other \$** \$342,850

**FTEs** 30.2

**Agency Priority:**

**Expected Results**

Number of items added to branch collections. Number of residents with access to branch libraries. Per capita circulation.

**Statewide Result:** Improve the ability of State Government to achieve its results

**State Library Agency Administration and IT**

This activity reflects all agency overhead, administration and information technology costs for the State Library as a separate agency in Fiscal Year 2002. It includes executive management team; fiscal and budget services; human resources; the Washington State Library Commission; all clerical support, facility and related costs; Certificates of Participation on library shelving; agency-wide costs for supplies and postage; unemployment; public information officer; communications and information technology staff; and infrastructure costs. With the merger of the State Library into the Office of the Secretary of State in Fiscal Year 2003, these costs were dispersed. Many were cut as a result of budget reductions, some costs were merged into the Office of the Secretary of State Administration; and some stayed as part of the new Library Division.

**Total \$** \$3,035,310

**GFS \$** \$3,014,307

**Other \$** \$21,003

**FTEs** 15.4

**Agency Priority:**

**Expected Results**

Not applicable

**Statewide Result:** Improve cultural and recreational opportunities throughout the state

**Washington Talking Book and Braille Library**

The State Library contracts with Seattle Public Library to provide statewide services to the blind, visually impaired, physically or learning disabled, and those who cannot read regular print.

**Total \$** \$2,700,001

**GFS \$** \$2,044,001

**Other \$** \$656,000

**FTEs** 0.0

**Agency Priority:**

**Expected Results**

Number of talking books and other materials in alternative formats circulated. Number of citizens using the circulating collection.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Voters Pamphlet, Voter Outreach, and Legal Advertising**

As required by the State Constitution, this activity supplies voters with access to information about elections, candidates, and ballot measures via the voter's pamphlet, an online voter's guide, 24-hour telephone hotline, and legal advertisements. The division provides voting and election information to children, students, and young adults, as well as online access to election results reported in real time by county election offices. Foreign language translation for all voter outreach and voter education services is provided through the Office of the Secretary of State's website.

**Total \$** \$2,694,004

**GFS \$** \$2,694,004

**Other \$** \$0

**FTEs** 5.9

**Agency Priority:**

**Expected Results**

Number of pamphlets distributed. Unit cost to produce, distribute, and mail a pamphlet. Percent of eligible voting age population who are registered to vote.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Imaging Services and Security Microfilm**

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); creating an inventory; quality review and inspection; brown-toning for preservation; and off-site security storage of archival microfilm and images. The unit also provides assessment and consultation on local government holdings and microfilm/imaging projects, and provides information on microfilm and imaging standards. (Imaging Account-Non-appropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

**Total \$** \$2,617,314

**GFS \$** \$0

**Other \$** \$2,617,314

**FTEs** 18.8

**Agency Priority:**

**Expected Results**

Essential records microfilmed or imaged.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Services to Legislature and Agencies**

This activity provided research and reference services specifically geared to state agencies and the Legislature in support of the formulation and implementation of public policy. Services were provided via the Web, phone, and in-person, using both electronic and print resources. Formal training was provided to state agency staff on how to use library resources. This service was discontinued in the 2003-05 Biennium as a result of legislatively mandated elimination and a corresponding budget reduction.

**Total \$** \$2,506,288

**GFS \$** \$2,500,022

**Other \$** \$6,266

**FTEs** 13.1

**Agency Priority:**

**Expected Results**

Not applicable



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Records Management**

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Archives and Records Management Account-State, Local Government Archive Account-State)

**Total \$** \$2,368,113

**GFS \$** \$0

**Other \$** \$2,368,113

**FTEs** 10.9

**Agency Priority:**

**Expected Results**

Public records stored and managed in the records center. Local and state agencies with current retention schedules.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Voter Registration and Initiative Services**

This activity facilitates the filing and processing of proposed initiatives and referenda, filing of completed petitions, and verification of voter signatures on filed petitions. All qualified initiatives and referenda are certified to the county auditors. All motor voter and mail-in registration information is processed for delivery to county auditors to ensure the maintenance of complete and accurate voter registration lists.

**Total \$** \$2,293,540

**GFS \$** \$2,293,540

**Other \$** \$0

**FTEs** 13.5

**Agency Priority:**

**Expected Results**

Number of counties with on-line voter registration information. (This reduces time required to check initiatives and allows for more accurate ballot verification.)

**Statewide Result:** Improve the ability of State Government to achieve its results

**Election Cost Reimbursement to Counties**

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

**Total \$** \$2,041,015

**GFS \$** \$2,041,015

**Other \$** \$0

**FTEs** 0.0

**Agency Priority:**

**Expected Results**

Percent of eligible counties reimbursed within the required time frame.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve cultural and recreational opportunities throughout the state

**Historical Collection**

This activity provides citizens with information on the history of Washington Territory and the state of Washington.

**Total \$** \$1,624,758

**GFS \$** \$1,624,691

**Other \$** \$67

**FTEs** 10.2

**Agency Priority:**

**Expected Results**

Percent of increase in use of information about Northwest history.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Agency Information Technology**

This activity provides the agency with central oversight and coordination of technology, including but not limited to the agency information technology plan, server maintenance, hardware/software maintenance and programming, and web service development.

**Total \$** \$1,559,673

**GFS \$** \$1,089,612

**Other \$** \$470,061

**FTEs** 10.6

**Agency Priority:**

**Expected Results**

**Statewide Result:** Improve the ability of State Government to achieve its results

**Federal Information**

This activity provides citizens with access to print and digital information and publications, both current and historical, from the federal government.

**Total \$** \$982,616

**GFS \$** \$982,574

**Other \$** \$42

**FTEs** 7.0

**Agency Priority:**

**Expected Results**

Number of items added to collection. Percent of increase in use of information.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**State Depository Collection**

This activity provides citizens with access to print and digital information and publications, both current and historical, from Washington State agencies.

**Total \$** \$922,823

**GFS \$** \$922,775

**Other \$** \$48

**FTEs** 6.4

**Agency Priority:**

**Expected Results**

Use of state information. Increase in number of citizens receiving state information.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Digital Archives**

This activity's primary mission is to preserve and make accessible the legal and historical electronic records of all executive, legislative, and judicial branches; state agencies; and local governments. It maintains a public research facility for reference and scholarship. The new facility is currently under construction in Cheney, Washington, and the technology is under development. When operational, the Digital Archive will provide secure storage of archival electronic records, provide remote access via the Web, and ensure long term accessibility through data migration as technology changes.

**Total \$** \$707,914

**GFS \$** \$0

**Other \$** \$707,914

**FTEs** 0.5

**Agency Priority:**

**Expected Results**

Digital records accessioned into the state archive collection.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Government Information Locator Service (GILS)**

This activity provides citizens with online access to government information in Washington through specialized online search tools offering carefully selected sites for state and local government and consumer protection information.

**Total \$** \$623,139

**GFS \$** \$623,116

**Other \$** \$23

**FTEs** 4.4

**Agency Priority:**

**Expected Results**

Use of state information. Increase in number of citizens receiving state information.





State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Certification and Training**

This activity develops the curriculum used to train and certify state and local election officials in conducting elections. Staff performs election reviews of individual county procedures in the event of federal or state recounts. Also, the division provides comprehensive resources and reference materials for local election officials, political party organizations, and other interestec parties.

**Total \$** \$559,086

**GFS \$** \$559,086

**Other \$** \$0

**FTEs** 3.3

**Agency Priority:**

**Expected Results**

Number of training sessions. Number of special and regular reviews. Number of officials certified. Number of voter system tests.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Productivity Board**

The Brainstorm and Teamwork Incentive programs ensure that all state employees have access to a neutral process where their ideas can be heard, either as a team or individual. The programs partner with all state agencies in a proven process that encourages employees to become more efficient and helps save the state taxpayers' dollars. (Department of Personnel Services Account)

**Total \$** \$446,476

**GFS \$** \$0

**Other \$** \$446,476

**FTEs** 3.5

**Agency Priority:**

**Expected Results**

Dollars saved, recovered, generated per program dollar spent.

**Statewide Result:** Improve the security of Washington's vulnerable children and adults

**Address Confidentiality Program**

This program protects the confidentiality of crime victims (specifically victims of domestic violence, sexual assault, or stalking) by ensuring alleged perpetrators cannot use state and local government public records to locate their victims. The program provides participants with legal substitute addresses used as residence, work, and/or school addresses, and provides confidentiality in two areas that are normally public records: voter registration and marriage licenses.

**Total \$** \$415,660

**GFS \$** \$415,660

**Other \$** \$0

**FTEs** 2.7

**Agency Priority:**

**Expected Results**

Number of active participants in the program.





State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the economic vitality of businesses and individuals

**Charitable Solicitation Program**

The Officer of the Secretary of State registers entities that solicit funds from Washington State citizens. Registration is used to provide information to the public about charities and their paid fundraisers. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes.

**Total \$** \$403,961

**GFS \$** \$387,448

**Other \$** \$16,513

**FTEs** 3.2

**Agency Priority:**

**Expected Results**

Number of charities which public information was provided via web, phone, and printed material.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Contract Branches**

On-site contractual library services are housed within four state agencies in the Olympia area. Expenses are reimbursed by those agencies.

**Total \$** \$239,870

**GFS \$** \$239,829

**Other \$** \$41

**FTEs** 7.8

**Agency Priority:**

**Expected Results**

Services are requested and paid for by contract agencies.

**Statewide Result:** Improve cultural and recreational opportunities throughout the state

**Oral History Program**

This activity records, transcribes, and publishes the recollections of legislators, state officials, and citizens who have been involved with the state's political history. The publications document the formation of public policy in Washington State and demonstrate the roots of democratic government in the lives of citizens of the state for teachers and students of public affairs, current and future legislators, legislative staff, and others interested in the history of politics in the state. The program's mission is to gather and disseminate this history, which otherwise would be lost and inaccessible to researchers.

**Total \$** \$236,767

**GFS \$** \$236,767

**Other \$** \$0

**FTEs** 2.5

**Agency Priority:**

**Expected Results**

Number of oral histories published.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the economic vitality of businesses and individuals

**Charitable Trusts Program**

This activity registers charitable trusts relating to entities holding income-producing assets in the name of charity. Registration of charitable trusts also permits supervision of the administration of these public trusts, helps to prevent deceptive and dishonest practices, and prevents the improper use of public funds intended for charitable purposes. Information provided through registration promotes consumer education and awareness for grant seekers, grant makers, and public beneficiaries.

**Total \$** \$129,149

**GFS \$** \$129,149

**Other \$** \$0

**FTEs** 1.5

**Agency Priority:**

**Expected Results**

Number of charitable trusts which public information was provided via the Web, phone, and printed material.

**Statewide Result:** Improve the ability of State Government to achieve its results

**Apostilles Program**

The Office of Secretary of State is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept it at face value. Various documents (birth/death, marriage/divorce, police records, corporate good standings, etc.) submitted to this office are used internationally for adoptions, dual citizenship, business transactions, and education purposes.

**Total \$** \$127,951

**GFS \$** \$0

**Other \$** \$127,951

**FTEs** 1.5

**Agency Priority:**

**Expected Results**

General Fund State revenue generated per FTE.

**Statewide Result:** Improve the economic vitality of businesses and individuals

**Certification Authorities Registration**

The Electronic Authentication Act (RCW 19.34) is a certification authority licensure program administered by the Office of Secretary of State. The Office is an independent third party which ensures that the licensure process remains separate from the digital signature technology itself. Certification Authorities verify the identity of individuals and issue digital signatures. Digital signatures are used to sign contracts, verify identity, and control access to applications over the Internet.

**Total \$** \$78,387

**GFS \$** \$19,597

**Other \$** \$58,790

**FTEs** 0.5

**Agency Priority:**

**Expected Results**

Number of registrations.



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

**Agency:** 085 - Office of the Secretary of State

**Statewide Result:** Improve the ability of State Government to achieve its results

**Voter Registration Database**

Under a new activity in the 2003-05 Biennium to meet the requirements of the Help America Vote Act of 2002 (HAVA), the Office of the Secretary of State must build and maintain a coordinated, centralized, uniform state voter registration database with connectivity to the 39 county election offices, Department of Licensing, and Department of Corrections. This database will provide a new tool to assure that elections are less open to fraudulent voter registration and improve service to the state's voters. It will provide real time connectivity between county offices and the state to ensure that a voter is only registered at one location at a time. Further, it will provide a tool to confirm the legitimacy of each new voter registration by cross checking the data with licensing information, social security number information and a list of those with no right to vote (i.e., convicted felons).

**Expected Results**

Number of counties connected to the statewide voter registration database.

**Total \$** \_\_\_\_\_ \$0

**GFS \$** \_\_\_\_\_ \$0

**Other \$** \_\_\_\_\_ \$0

**FTEs** \_\_\_\_\_ 0.0

**Agency Priority:**

**Statewide Result:** Improve the ability of State Government to achieve its results

**Help America Vote Act Local Grant Program**

This new activity in the 2003-05 Biennium is to establish a local grant program to assist county auditors in meeting the requirements of the Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements.

**Expected Results**

Number of counties replacing punch card voting technology.

**Total \$** \_\_\_\_\_ \$0

**GFS \$** \_\_\_\_\_ \$0

**Other \$** \_\_\_\_\_ \$0

**FTEs** \_\_\_\_\_ 0.0

**Agency Priority:**

**Statewide Result:** Improve cultural and recreational opportunities throughout the state

**Digital Historical Collection**

This activity provides searchable online access to State Library historical resources that have previously been available only in paper or microfilm. The collections are web-accessible to citizens across the state.

**Expected Results**

Percent increase of online historical resources in number of images. Percent increase in the amount of full-text historic information available remotely to all citizens, including students in Washington's schools.

**Total \$** \_\_\_\_\_ \$0

**GFS \$** \_\_\_\_\_ \$0

**Other \$** \_\_\_\_\_ \$0

**FTEs** \_\_\_\_\_ 0.0

**Agency Priority:**

**Sub-Total for Agency 085 - Office of the Secretary of State**

**Totals** \_\_\_\_\_ **\$56,742,046**

**GFS** \_\_\_\_\_ **\$33,178,272**

**Other** \_\_\_\_\_ **\$23,563,774**



State of Washington  
Agency Activity Inventory System  
Agency Activity by Agency  
Approp Period 2001-03  
Activity Version: 2001-03 Recast Actuals

---

<b>FTEs</b>	<b>276.0</b>
-------------	--------------